

Maine Educational Assessment (MEA) 2016-2017 Portal Training

Mathematics and ELA/Literacy
Test Administration Workshop
Grades 3-8



February 2017

MEA Online System

MEA Portal:

Test Administration
System



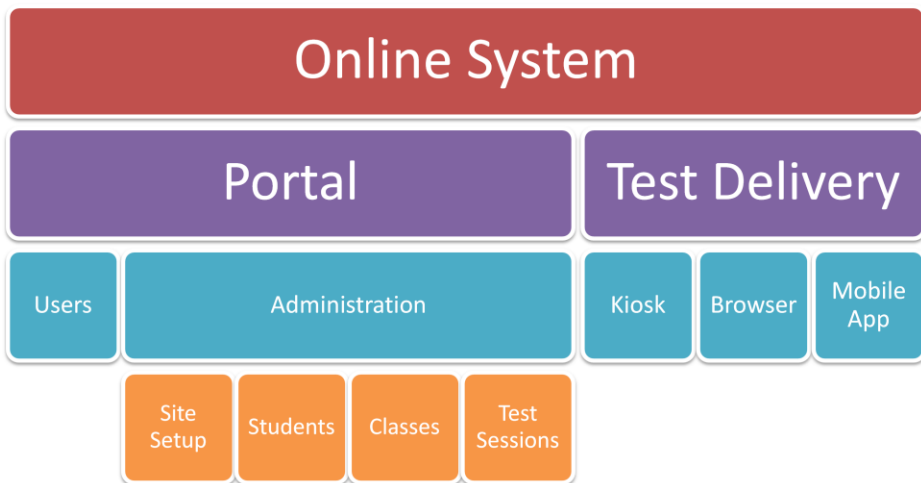
MEA Kiosk:

Student Test Delivery
System



The MEA Online system is comprised of two components: The Portal, which is accessed by administrators, and the Kiosk which is accessed by students.

MEA Portal & Kiosk Components



The portal is made up of a User Management component, as well as an Administration component. The Administration component allows users to access Site Setup information, Student Data, Class Rosters, and Test Session details.

The Test Delivery component is available via kiosk, browser, and mobile app. It should be noted that only the Sample Items and Student Tutorial are available via the test delivery browser.

MEA Portal Overview



User Management



Administration

MEA Portal

- Go to <https://maine.measuredprogress.org>
- Available February 10, 2017
- Browser Specifications:
 - Chrome[®] 55 or newer
 - Firefox[®] 49 or newer
 - Safari[®] 9 or newer
 - Internet Explorer[®] 11
 - Microsoft Edge





MEEA Portal Access

- District Assessment Coordinators (DACs): usernames and passwords will be emailed to you on February 9, 2017.
- DACs must create all other users within the portal.
 - New users will receive an email from maineservicecenter@measuredprogress.org with a username and temporary password.



MEA Portal User Roles

User Role	Responsibilities
District Assessment Coordinator (DAC)	<ul style="list-style-type: none">• Manage users (all roles)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing
IT Coordinator (ITC)	<ul style="list-style-type: none">• Manage users (DU, STC, TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing



MEA Portal User Roles

User Role	Responsibilities
District User (DU)	<ul style="list-style-type: none">• View users• View students• View classes• View & monitor test sessions
School Test Coordinator (STC)	<ul style="list-style-type: none">• Manage users (TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing
Test Administrator (TA)	<ul style="list-style-type: none">• View students• View classes• View & monitor test sessions



MEA User Management

- Create New Users
- View Users
- **Upload & Export Users***



*this is a new feature for the 2017 administration



You will log in to the portal with the username and password that are emailed to you on Thursday, February 9th.

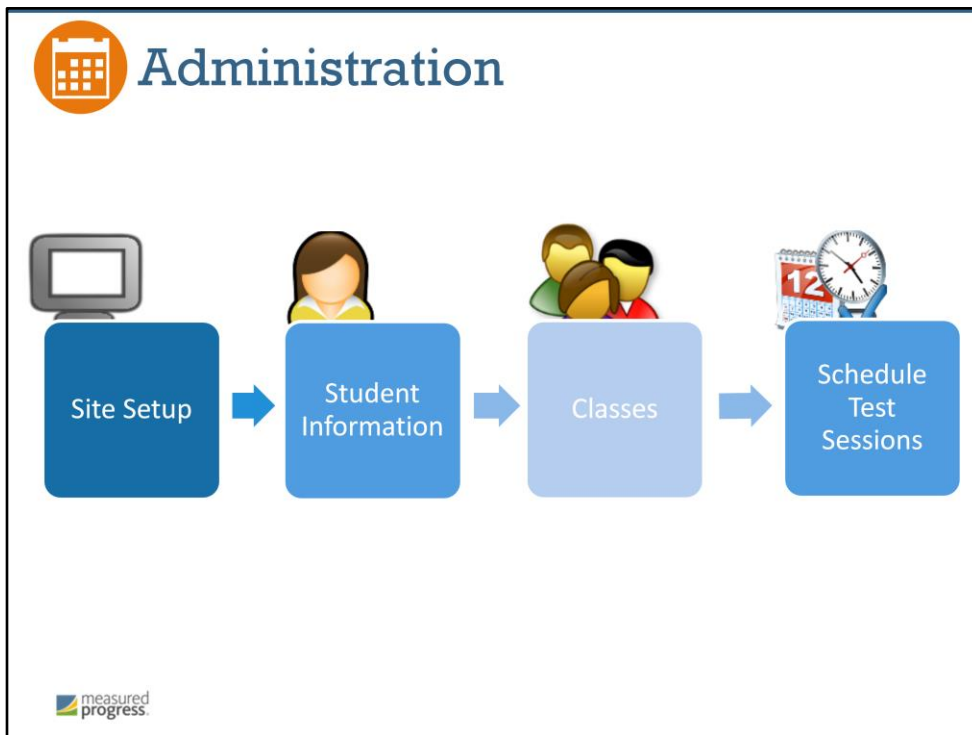
The first thing that you will want to do is update your password! To do this, navigate to the upper right corner of the page and click on your name. Then, click on My Profile followed by Edit Information. You can update your password here. Click Save Profile and your new password will be saved.

DACs are responsible for creating DU, ITC and STC accounts. To do this, you will click on the Users tab at the top of the page. The first time you log in, this table will be empty. You have a couple of options for creating new users: you can manually create a new user by clicking on the Create New User button, or you can create users in bulk using the new Import Users feature. To do this, simply click on the Import Users button. You'll select an Action – you can either Add New Users or make updates to existing users.

You can see that the template is made up of columns for Username, First Name, Last Name, Role, Org, Phone, Fax, and Address. The Phone, Fax and Address columns are not required so feel free to leave these fields blank if you don't have this information readily available to you. The Portal User Guide includes detailed steps for identifying your organization's Org number, as well as detailed steps for adding a user to multiple organizations. Once you're satisfied with your user upload file, you will save it to your computer, then click the Choose File button. Select the file and click the "Upload"

button. The system will automatically generate accounts based on the file that you uploaded and will also provide a detailed error report in the event that there is an issue with any of the accounts you are trying to create. Users will automatically receive emails from the system containing their login credentials.

Users can be exported for easy editing by selecting the user accounts from the table, and clicking the Export Users button. Edits can be made to the file, and the file can be re-uploaded so that those changes reflect in the system.



Now we are going to move on to the Administration component. The Administration component of the portal includes:

Site Setup

Student data management (including uploading accommodations)

Class management

Test scheduling



Administration – Site Setup

- Download the kiosks
- Conduct Site Readiness Testing
- Certify Site Readiness

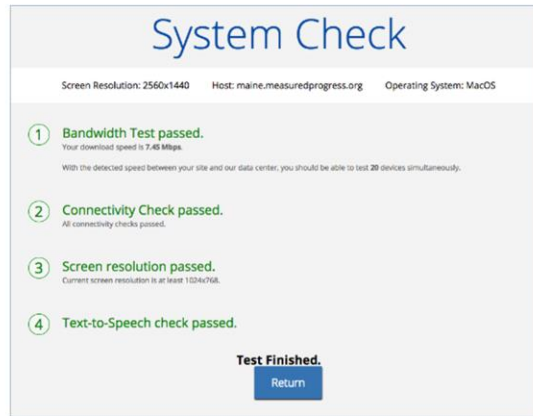


Conducting the SRT and certifying your site as ready for testing is extremely important. Not doing so may pose a risk to your site for online testing.



Administration – Site Readiness

- Used to verify successful kiosk installation
- Checks bandwidth, connectivity to saved response location, screen resolution requirements, and read aloud capabilities



The system check prompts you to enter the number of students who will be logging in to the test and clicking the Continue button simultaneously. If the number of students who need to start the test at the same exact time exceeds the number allowed by the bandwidth test, simply stagger the groups of students logging in by 40-60 seconds.



Administration - Students

- Student Information & Enrollment Data
 - Available in portal February 10, 2017
- Student Accommodations
 - Districts/Schools responsible for assigning all accommodations to students
 - **Can be assigned manually or via file upload***

*this is a new feature for the 2017 administration



Responsible for assigning embedded and NON-embedded accommodations.



Administration - Classes

- Classes
 - Pre-created based on student data available via Infinite Campus
 - Classes are created based on grade and content area



Think of a “class” as a proctoring group!



Nancy: If any student data is inaccurate, schools should contact MEDMS Help Desk, medms.helpdesk@maine.gov, 207-624-6896.



Administration – Test Sessions

- Test Session Management
 - Schedule classes to test sessions
 - Print test logins with students' usernames and passwords
 - Manage and monitor test sessions
 - **Test Status Export***

*this is a new feature for the 2017 administration



Administration



Thank you.

